

ICSEW General Membership Meeting
Department of Health
Point Plaza East, Tumwater
November 8, 2005
8:30 a.m. – 4:30 p.m.

Welcome and Introduction of New Members: Patricia Thronson (DIS); Sara LaBorde (WFW); Sarah Blande (State Board of Education); Karen Dewitt (WSP)

From the President: Dianna recently attended a class on Effective Meeting Management. Meetings have four components: (1) leader, (2) facilitator, (3) members and (4) recorder. Melissa Beard will be today's meeting facilitator. There have been changes to the agenda: We will move the vote on ground rules to the beginning of the meeting and move the Health and Wellness activity toward the end.

It is important to stay on topic and have a time monitor which is part of the facilitator's role. We can use color coded flags to signal time limits. The three-day notice requirement for excusing a member from a meeting was discussed. The three-day requirement is in the by-laws. A motion was made to approve the meeting guidelines as written. The motion was seconded and carried. The meeting guidelines were adopted as written.

As requested, Mary Davis from Pierce College brought handmade pins to benefit domestic violence and made them available for sale.

Icebreaker: Members introduced themselves and identified the agency that they represent. They also shared their greatest strength. Those who brought door prizes and food were recognized and thanked.

Guest Speaker, Craig Wright, Chief Deputy Attorney General. Craig discussed the agency policies that have been developed in the Attorney General's Office (AGO). The AGO has a family friendly and supportive environment. Craig met Rob McKenna, Attorney General, when he was a freshman in college. Craig has been a partner in a law firm. Two years ago, Craig lost his wife to cancer.

Rob asked Craig to join him in the AGO. He's been in state government since January 12, 2005. Since he has been here, he has been overwhelmed by the culture of support in the AGO. The AGO has a close knit family culture. One of the reasons that culture exists is because of the family friendly policies in place within the Office. There is heart in those policies. The AGO has a high percentage of women on its staff. There is an emphasis to create policies which enable employees to care for extended families.

Policies on flex time and alternative work schedules are at the core mission of serving our client agencies well. We are fully staffed from 8:00 a.m. to 5:00 p.m. In the AGO, 68 percent of the employees have flex schedules. They can be compressed schedules, schedules that include hours longer than the typical 8-hour work shift. The AGO has a division chief who works a part-time schedule. The AGO has many family friendly/supportive policies such as family care emergency leave, maternity and paternity leave, and bereavement leave. Tuition reimbursement is also important to the AGO. We have many legal secretaries who have progressed to paralegal positions through the use of the tuition reimbursement policy. Progression to higher level positions happens a lot in our IT Division. We support the Commute Trip Reduction Program and the Take Our Daughters and Sons to Work Day. Another program that the AGO wholeheartedly supports is the shared leave program. About twenty employees from the AGO have participated in the shared leave program. Other programs supported by the AGO are the sabbatical leave program and the organ donation leave program, where an employee receives five days of leave for donating an organ under the provisions of the Governor's Executive Order.

Peter Bogdanoff, ICSEW Liaison from the Office of the Governor: The recent issues on the Governor's agenda are the health care summit, Boeing machinist health care, pension and job security. The current negotiations at Boeing do not include wages. The average age of Boeing machinist is 49 years old. There are 600,000 Washington citizens without insurance and can be considered the working poor. A minimum wage job will take all of your earnings to acquire health insurance.

The Governor's General Counsel is working on ICSEW's revised Executive Order. Peter hopes to have it by the next meeting.

Governor Gregoire is very concerned about the recent announcements of working factories scheduled for closure, i.e., the Weyerhaeuser plant in Cosmopolis and the Welch's fruit factory closure in Eastern Washington. The Governor traveled to Cosmopolis and spent time with the affected families and labor leaders.

The Governor's key initiatives are: Health care, early education, child care, Washington learns, transportation (if initiative passes which is currently too close to call), global competitiveness, economic development, labor relations, Health Care Responsibility Act, to name a few. The Basic Health Plan has restored the cuts from earlier this year and the Governor is committed to making access to health care a key issue. Other initiatives include life sciences jobs in the bio med field and research jobs.

Break

Committee Reports:

Dianna Gifford, President: Kindra Benevidez (Education Committee) has accepted a position outside of State government. Michelle Lucero will chair the Education Committee. Julia Ojard will take on the Historian position. Sandra Kinoshita (PCOC

Committee) has taken another position within State government and will no longer be able to serve on the ICSEW. We will need someone to take on the role of Chair of the Professional and Career Opportunities Committee.

Conference Committee (Melissa Beard): The Conference Committee is working on finalizing the agenda and speakers. There are a large number of state employees speaking and the Committee is proud to be able to support fellow employees in this capacity. Once the agenda is final, letters will be sent to all people who responded to the call for proposals.

Registration should be available via the ICSEW website beginning in January and the registration cost will be \$270. All meals during the Conference are included. Hotel reservations can be made now and the list of hotels honoring the government per diem is listed on the website. If anyone in your agency has questions about the Conference, please refer them to the website or to Melissa Beard if you do not know the answer to the question.

The Columbia Basin College Resource Center will receive the proceeds from the silent auction. As described on their website, "The Center addresses the obstacles and special needs of individuals with personal or educational barriers that may interfere with their pursuit of an education. They (We) work with the returning adult learner, individuals with disabilities, single parents, displaced homemakers, and beginning college students who need support to begin the educational process." The Conference Committee has determined that the area of childcare is a huge obstacle to overcome for some returning learners so we will ask the Center to earmark the Conference donation to that program. The Committee feels the Resource Center is an appropriate recipient of the funds because of the leadership and professional focus of the Conference.

PCOC Committee (Sandra Kinoshita): The report of trends from the 2005 Needs Assessment was submitted. The Committee will identify ways to incorporate the material/recommendations into PCOC products and events. An *InterAct* article was written for the Women Leaders series. The Chair has resigned from the ICSEW. (Note: This information was submitted prior to the General Membership Meeting. No oral report was given at the meeting.)

Communications Committee (Lonnie Peterson): Since the last meeting, the Communications Committee has worked on the *InterAct* newsletter. Any member who submits an original article to the *InterAct* will be given an ICSEW "*InterAct* Contributor" pen. Those receiving pens at this meeting are: Melissa Beard for the "Mark Your Calendars!" article, Sandra Kinoshita for the "Women Leaders in State Government" article, and Kelly Stowe for the "WSDOT: Maintaining Winter Roads So You Can Maintain Your Life" article. If you are interested in writing articles for the "Agency in the Spotlight" or "Women Leaders in State Government" series or any other articles, please contact Lonnie.

Maria Rosario-Saavedra has resigned her position as ICSEW Web Developer. Recruitment for a new developer closes today. Lonnie is hoping to choose a replacement by the end of the week.

At the end of today's meeting, the Communications Committee will be working on the next *InterAct* and coming up with a calendar of deadlines for next year. The deadline for articles for the next issue is December 21. Please fax, e-mail, or campus mail them to Lonnie. If you wish to reprint an article, please make sure you get permission to do so before sending them. If you are submitting photos, please make sure they are in .jpg format.

Treasurer's Report (Ethyl Smith): We have year end balances of \$48,859.26, \$46,395.44 and \$46,222.05. Ethyl is looking into whether our funds are or should be invested.

PSRA (Connie Riker): The Committee continues to be small. Dianna Gifford, Michelle Lucero and Connie Riker are the Committee members. The Committee is preparing an article for the *Interact*. There was a change in the rule regarding seniority dates. Your seniority date is no longer moved unless you take 15 or more consecutive days of leave without pay. Connie urged members to contact their HR Sections. After today's meeting, Connie will email the applicable WACs that pertain to your anniversary date.

TSDTWD (Misty Ross): No report.

Membership Committee (Wendy Voss): The Membership Committee is trying to reconcile our membership list to that of the Governor's Office. The Committee has reinstated door prizes. Lonnie Peterson, Maria Rosario-Saavedra, Wendy Voss and Dianna Gifford are taking Listserv training. The Membership Committee will update member information with survey. Please return the surveys to Wendy. The Committee will start planning for the July, 2006 transition meeting.

Pam Johnson gave an update on the Clothing Drive.

Health and Wellness: Evelyn Harris, who was a member of the subcommittee resigned from ICSEW. Sue Brown has switched over to work on the Conference Committee. The Committee is down to six members so they are taking new recruits.

The Committee met on October 12. In an effort to extend the broadcast of health and wellness information beyond the attendees of the general membership meetings, the Committee will be writing articles for publication in the *Interact* that are linked to the activities and information presented during the 15 minute health and wellness activity at the general membership meetings.

The Committee analyzed the survey results for the purpose of aligning Committee activities accordingly. The business plan was found to be in alignment with the findings, however, the Committee will focus on particular tasks as a result.

- Explore the feasibility and ethics of onsite health and wellness activities for state employees and collaborating with health care agencies
 - The Committee recently updated the Health and Wellness Contact list and developed a survey to determine what type of activities are currently taking place within agencies.
 - Jan has been asked to represent the Health Care Authority and ICSEW on the Interagency Prevention and Wellness Work Group (IPWWG) led by the Medical Director at HCA. She will attend the November 9th meeting.
 - Identify best practices in creating and coordinating a workplace wellness committee and activities.
 - Speakers at general membership meetings that address workplace wellness.
- The committee will also identify an approach to promote men's health this year.

Leadership speaker: Carol Washburn, Executive Secretary, UTC. The Utilities and Transportation Commission has three Governor-appointed commissioners and an executive secretary. Ms. Washburn has spent 25 years in public service. There are several key factors that have helped drive her career. (1) She has always been proud to say that she is in public service. (2) Education, education, education. Doors are open to all of us to get a college degree. (3) Willingness to take a risk. (4) Stretch your goals. Every time Ms. Washburn has stretched her goals, she's grown and gained more confidence. (5) Pay attention to what is important to you and what you like doing the most. Ms. Washburn has always been attracted to leadership roles. She went to college during Vietnam protests which was also very much at the height of the feminist movement. It was also during the time that efforts were being made to get the Equal Rights Amendment passed in this state. She joined a group to promote the equal rights amendment and along the way had an opportunity to meet many people. One of the classes that Ms. Washburn addressed while promoting the ERA was taught by a State Senator. She eventually received an internship working with that Senator. Ms. Washburn's father had suggested that she pursue a degree in business administration. Her first job was a manager in training at a financial institution in downtown Seattle, the first woman to ever hold such a position at that institution. At the time, the company required uniforms for women. She eventually managed her own branch in Bellevue toward the end of her tenure with the bank.

It is never too late to go to college. Ms. Washburn's husband just earned another degree. They spent two years sailing in the South Pacific. When they returned in 1979, they moved to Olympia where neither had jobs. Carol had a former college professor that worked at OFM. Her first State job was as a budget analyst with the Department of Social and Health Services. She later got a job with the House Appropriations Committee where she had the responsibility for many state agency budgets and met many state managers. She moved on to the policies committee writing bills. During that time,

she went back to graduate school at night. She planned her pregnancy around the legislative session.

There was a change in administration and Karen Rahm was appointed as Secretary for the Department of Social and Health Services. Ms. Washburn was hired as director of government and constituent relations for DSHS. During the mid-80's, the State was dealing with HIV-AID issues and epidemic. She worked very closely with the health care community. Legislation was passed establishing the HIV-AIDS Office in DSHS. Ms. Washburn was asked to be the acting director of the program. Part of her direction was to find a permanent director for the program who was a medical doctor. Dr. Mimi Fields was hired to run the program and Ms. Washburn returned to the Legislature.

Governor Gardner established a newly-created Department of Health. The first director of the Department of Health was a women, during a time when public health was very much male driven. Ms. Washburn was invited to become an assistant secretary at the Department of Health. Her areas of responsibility were chronic and infectious diseases. Since the Department was new, there weren't any systems in place, so they had to create them from the ground up. One of the goals of the Department of Health was that management be comfortable in front of the Legislature. To accomplish that goal, managers were asked to testify on behalf of the Department. Ms. Washburn was responsible for compilation of the first tobacco use report and wrote a youth tobacco prevention bill.

Carol took a job at the State Energy Office and during her tenure there, the Office was abolished. It was a very difficult and painful process, however, the agency was able to successfully place every employee into new positions. Ms. Washburn returned to DSHS until the opportunity become available at the Utilities and Transportation Commission.

There are a number of leaders that Ms. Washburn admires: Jules Sugarman, Christine Gebbe, and Judy Merchant, for example. She also encourages developing a support group of women colleagues. Compassion for the people you work with is important for a leader, both male and female. Ms. Washburn's greatest strengths are her people skills and the ability to work well with others.

Lunch

Health and Wellness Activity: Walking was the topic. When "googled," walking gets 182,000,000 hits. In the ten leading women's health issues, the preventative action for limiting risk factors in seven of them is walking. Fifty-eight percent of adults in Washington are overweight or obese. Exercise is one way to deal with obesity. The DOT has a website where you can explore walking and hiking trails. DLI has held challenges between their divisions to see how many miles they walked. The Governor's Million Steps Program was touched on by the Governor's representative.

Ad Hoc Presentations/Vote:

PSRA: After a presentation of the purpose of the PSRA Committee, a motion was made and seconded to keep the committee ad hoc. A vote was taken and the motion was carried.

TODSTWD: After a presentation of the purpose of the TODSTWD Committee, a motion was made and seconded to keep the committee ad hoc. A vote was taken and the motion was carried.

Health and Wellness: After a presentation of the purpose of the Health and Wellness Committee, a recommendation was made that this committee be a standing committee and not continue in an ad hoc status. A motion was made and seconded to make the Health and Wellness Committee a standing committee. A vote was taken and the motion was carried.

PCOC: After a presentation of the purpose of the PCOC Committee, a recommendation was made to change the name of the Committee from Professional Career and Opportunities. A motion was made and seconded to make this committee a standing committee with a name change to the Career Development Committee. The motion was then amended to change the name to Professional Career Development Committee. The original motion was retracted. Another amended motion was made and seconded to make it a standing committee but have the committee present a name change for approval of the general membership. The motion was seconded. A vote was taken and the motion was carried.

Old & New Business:

The ICSEW logo contest will begin soon. The guidelines for the logo contest were distributed the members. The original logo was originated in 2000 and was selected from twelve entries. Roxanne reviewed the logo contest rules and suggested that a representative group screen the entries. She also recommended that the logos all be submitted in the same format. A motion was made and seconded to make the prize the cash prize. A vote was taken and carried. If there are changes that need to be made in the draft guidelines, please contact Roxanne. Some of the changes that Roxanne will incorporate are: Exclude “morality,” specify acceptable software, change prize and add language that participation in the logo contest should not be done on state time. A motion was made and seconded to approve the contest rules with changes noted above. A vote was taken and carried.

Volunteers are needed to help monitor and/or set up for Education Committee sponsored classes. Please join the Education Committee and/or volunteer to monitor a class.

We have two vacant ICSEW Executive Board positions vacant, the current PCOC Committee and the Historian positions.

There are different ways that agencies are implementing the Family and Medical Leave Act Policy. Would the Governor be able to provide guidance to all agencies? Connie wants to work with Peter Bogdanoff to get the Governor to sponsor consistency in the application of FMLA among state agencies. A motion was made and seconded that Connie work with the Governor's Office to sponsor consistency in the application of the FMLA policy. A vote was taken and the motion was carried.

Pros and Cons of Today's Meeting:

Pros:

1. Most interactive and most cooperative meeting to date
2. Location
3. Handled close vote well. Handled dissention well
4. Facilitator
5. Guest Speakers
6. Thanks to everyone who brought food and treats
7. Connie's comedy relief

Cons:

1. Heat, could be warmer.
2. Discussion on the prize should have been longer
3. P&C: Balance between staying on task and giving time to discuss
4. Old Business should be itemized and should be allotted time as appropriate
15 minutes for old/new business, but 30 minutes for P&C

Committee Breakouts: